

HOURS OF DUTY

PART 2051 - HOURS AND PAY

Subpart F - Hours of Duty

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Exhibit A - Hours of Duty Handbook

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HOURS OF DUTY

1 PURPOSE

- a To establish a Family-Friendly Workplace authorizing alternative work schedules which enables the Agencies to meet their mission needs while allowing employees sufficient flexibility to meet both work and family needs. Management benefits by improved employee effectiveness and morale while giving employees more control over their lives. This policy was developed by common agreement among the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Rural Development Mission Area agencies (Rural Business-Cooperative Service (RBS), Rural Housing Service (RHS), and Rural Utilities Service (RUS)).
- b The use of the Hours of Duty Handbook (Exhibit A) is mandatory and should be used in conjunction with this Instruction.
- c This policy is for non-bargaining unit employees. Before implementing or applying this policy to bargaining unit employees, negotiations with the appropriate union local must be completed.

2 DEFINITIONS

- Agency - Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Rural Development Mission Area agencies (Rural Business-Cooperative Service (RBS), Rural Housing Service (RHS), and Rural Utilities Service (RUS)).
- Official Hours - Are the hours when an office is open for business. This is normally 8:00 am to 4:30 pm.
- Core Hours - Are the designated hours (9:00 am to 2:30 pm) during which all full-time employees must be present during their normal tour unless on approved leave, scheduled lunch period, or the tour of duty has been changed in accordance with paragraph b(1)(c) of this section.
- Lunch Band - Is the band of time, between the hours of 11:00 am to 2:00 pm, that a lunch period may be scheduled.

DISTRIBUTION: WSDC

Personnel
Hours and Pay

HOURS OF DUTY

- Flexible Work Schedule (FWS) - A work schedule that:
 - (1) In the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine their own schedule within the limits set by the Agency; and
 - (2) In the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine their own schedule within the limits set by the Agency.
 - (3) Is established between the hours of 6:00 am to 12:00 am. However, on a regular basis the employee's scheduled workday must be completed by 6:00 pm.
- Maxiflex Schedule - A type of FWS that contains core hours on 10 or fewer workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period. Some employees will not be allowed to participate fully in this plan because of unique position requirements or office coverage.
- Flexitour Schedule - A type of FWS in which an employee is allowed to select starting and stopping times within the flexible hours. Employees must work 8 hours a day, 5 days a week.
- Compressed Work Schedule (CWS) - Is always a fixed schedule.
 - (1) In the case of a full-time employee, an 80-hour biweekly basic work requirement that is scheduled by an Agency for less than 10 workdays; and
 - (2) In the case of a part-time employee, a basic work requirement of less than 80 hours that is scheduled by an Agency for less than 10 workdays and that may require an employee to work more than 8 hours a day.
- Credit Hours - Those hours within an FWS that an employee elects to work in excess of their basic work requirement so as to vary the length of a workweek or workday. Although credit hours are worked voluntarily, and are not ordered overtime, they are to be worked with the concurrence of the supervisor. Employees on CWS are not eligible to earn credit hours.

HOURS OF DUTY**3 POLICY**

- a This policy is to implement alternative work schedules including Maxiflex and Flexitour and a fixed work schedule (Compressed). These options provide a full range of work schedules for employees and establish consistency among the agencies.
- b Official hours are the hours when an office is open for business. This is normally 8:00 am to 4:30 pm. Core hours are the designated hours (9:00 am to 2:30 pm) during which all full-time employees must be present during their normal tour unless on approved leave, scheduled lunch period, or the tour of duty has been changed in accordance with paragraph b(1)(c) of this section. A 30, 45, or 60, etc., minute lunch period is requested by the employee and approved by the supervisor. The lunch band is between the hours of 11:00 am to 2:00 pm.

(1) Maxiflex Schedule

- (a) The supervisor is responsible for determining whether conditions such as office coverage may restrict certain positions from Maxiflex participation.
- (b) Employees select a starting time each day, e.g., 8:00 am (so that the supervisor may know generally when to expect the employee). However, the employee may change the starting times daily within the established flexible hours of 6:00 am to 9:00 am. Supervisors may require that an employee provide advance notice when the employee will not be arriving within 30 minutes of their anticipated arrival time. The employee's scheduled number of hours for that day must be completed by 6:00 pm unless the tour of duty has been changed as described in paragraph b(1)(c) of this section. Full-time employees must schedule a minimum of 5 1/2 hours and a maximum of 10 hours (exclusive of lunch period) for each scheduled workday.
- (c) The employee is responsible for choosing a biweekly schedule and submitting it in writing to their supervisor for approval. Supervisors may change the tour of duty to not later than 12:00 am for days when employees are required to attend night meetings. Night pay differential will apply to hours worked after 6:00 pm when the supervisor initiates the change in the work schedule.

HOURS OF DUTY

(d) Hours an employee works under a Maxiflex schedule are to be recorded on a minute-to-minute basis. Exact arrival and departure times are to be recorded for each employee on a daily basis.

(e) Under Maxiflex, work schedules may vary. Employees may work:

Example 1: 1st week: M - 10 hours, T - 10 hours,
W - 6 hours, Th - 10 hours,
F - 8 hours;
2nd week: M - 7 hours, T - 7 hours, W - 7 hours,
Th - 7 hours, F - 8 hours.

Example 2: A traditional 8-hour, 5-day workweek.

Example 3: 1st week: M-F - 9 hours;
2nd week: M-W - 9 hours, Th - 8 hours.
While this appears to be a 5/4-9 CWS, the employee is under Maxiflex and is eligible to earn credit hours. In addition, the holiday pay the employee earns is 8 hours.

(f) Employees may not work more than 12 hours in a day (exclusive of lunch period). This includes regular tour of duty and credit hours.

(g) Employees will be allowed to request Maxiflex schedule changes as needed throughout the year.

(2) Flexitour Schedule

(a) The employee is responsible for choosing a biweekly schedule within the hours of 6:00 am to 6:00 pm and submitting it in writing to their supervisor for approval. The requested hours are limited to an 8-hour, 5-day workweek.

(b) Employees will be allowed to request a change in Flexitour hours not to exceed four times per year.

(c) Employees on Flexitour are eligible to earn credit hours.

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(3) Compressed Work Schedule (CWS)

- (a) CWSs are arranged to enable employees to fulfill their basic work requirements in less than 10 days during the biweekly pay period. Two types of CWSs are authorized: (1) the 5/4-9 compressed plan and (2) the 4-10 workweek.
- (b) There are no provisions for employee flexibility in reporting time or quitting time under CWS.
- (c) There is no legal authority for credit hours under CWS.
- (d) Employees will be allowed to request a change in CWS not more than four times per year.
- (e) A full-time employee on a CWS who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday) is entitled to their rate of basic pay for the number of hours of the CWS on that day.
- (f) If a part-time employee on a CWS is relieved or prevented from working on a day designated as a holiday, he/she is entitled to their rate of basic pay for the number of hours of the CWS on that day. Part-time employees do not receive an "in lieu of" holiday.
- (g) Determining "in lieu of" holiday. Full-time employees on a CWS who are not scheduled to work on a holiday receive an "in lieu of" holiday on the preceding workday.

(4) Credit Hours

- (a) Credit hours are worked on a voluntary basis. However, they are worked with the concurrence of the supervisor.
- (b) Credit hours may be earned by employees on FWSs (Maxiflex or Flexitour).
- (c) Full-time employees may carry over no more than 24 credit hours from pay period to pay period.

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- (d) Part-time employees are limited on a pro-rata basis and may carry over an amount of credit hours equal to one-fourth of their biweekly work requirement.
- (e) Credit hours may be earned in the following manner:
 - 15 minute increments;
 - Monday - Friday between the hours of 6:00 am to 6:00 pm;
 - After 6:00 pm to 12:00 am to attend night meetings with supervisory approval;
 - There is no limit on the number of credit hours that may be earned in a workday so long as the total credit hours and regular tour of duty do not exceed 12 hours (exclusive of lunch period).
- (f) Credit hours may not be earned by employees on CWS or members of the Senior Executive Service (SES).

4 RESPONSIBILITIES

a Supervisors

- (1) Approve or disapprove the biweekly work schedule submitted by the employee. When a supervisor cannot honor an employee's request because of office coverage, the supervisor will meet with the employee(s) involved to reach a mutually acceptable alternative schedule. If acceptable compromise cannot be reached at that time, the supervisor will make a final determination concerning the work schedule.
- (2) Can change an employee's work schedule. After discussion with the employee, the supervisor may make changes to an employee's work schedule to assure adequate coverage or because of workload, training needs, attendance at meetings, travel, an opportunity to improve plan, an operational exigency, etc.

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b Employees

- (1) Submit a biweekly work schedule in writing to their supervisor for approval. This schedule remains in effect until the employee submits and receives approval for a new schedule.
- (2) Choose a 30, 45, 60, etc., minute lunch period. This choice should be communicated to the supervisor in writing. On occasion, with supervisory approval, employees on a Maxiflex work schedule may expand their lunch period within the established lunch band and make it up at the end of the day without a charge to leave.
- (3) Observe designated duty hours and must be punctual in reporting for work and returning from lunch.

5 REFERENCES

5 CFR 610
5 USC Chapter 61
OPM Handbook on Alternative Work Schedules
USDA Handbook on Alternative Work Schedules

Attachment: Exhibit A

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HOURS OF DUTY HANDBOOK

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INTRODUCTION

To establish a framework that enables the Agencies to meet their mission needs while allowing the employee sufficient flexibility to meet both work and family needs. Management benefits by improved employee effectiveness and morale while giving employees more control over their lives.

OFFICE HOURS

Official Hours	Official hours are the hours when an office is open for business. This is 8:00 am to 4:30 pm. Offices must be open for business during this time, although offices may open before 8:00 am and may close after 4:30 pm.
Core Hours	Core hours are the designated hours (9:00 am to 2:30 pm) during which all full-time employees must be present during their normal tour unless on approved leave, scheduled lunch period, or when the tour of duty has been changed by the supervisor in order to accommodate night meetings.
Supervisor Responsibility	Supervisors are responsible for ensuring coverage during office hours.
Shift Work	The Agencies recognize there is a need for shift work on those situations where mission accomplishment requires such an arrangement. Certain components of the Agencies have activities that operate on a 24-hour basis. Those operations would continue to operate in their present manner.

WORK SCHEDULES

Background

The Farm Service Agency, the Natural Resources Conservation Service and Rural Development are adopting Maxiflex, in addition to Flexitour and Compressed Work Schedule (CWS).

Definitions

Flexible Work Schedule (FWS) is a work schedule that:

(1) In the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee, within the limits set by the Agency, to determine their own schedule; and

(2) In the case of a part-time employee, has a biweekly work requirement of less than 80 hours that allows an employee, within limits set by the Agency, to determine their own schedule. The established FWS is 6:00 am to 12:00 am. However, on a regular basis the employee's scheduled workday must be completed by 6:00 pm.

The Agencies are implementing two types of FWSs:

- Maxiflex, and
- Flexitour

Maxiflex Schedule is a type of FWS that contains core hours on 10 or fewer days in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period. Some employees will not be allowed to fully participate in this plan because of unique position requirements or office coverage.

Flexitour Schedule is a type of FWS in which an employee is allowed to select starting and stopping times within the flexible hours. Full-time employees must work 8 hours a day, 5 days a week.

Definitions,
continued

Compressed Work Schedule (CWS) is always a fixed schedule.

- (1) In the case of a full-time employee, an 80-hour biweekly basic work requirement that is scheduled by an Agency for less than 10 workdays, and
- (2) In the case of a part-time employee, a basic work requirement of less than 80 hours that is scheduled by an Agency for less than 10 workdays and that may require an employee to work more than 8 hours a day.

Credit Hours are those hours within an FWS that an employee elects to work in excess of their basic work requirement so as to vary the length of a workweek or workday. Although credit hours are worked voluntarily, and are not ordered overtime, they are to be worked with the concurrence of the supervisor. Employees on CWS are not eligible to earn credit hours.

Lunch Band

The lunch band is between the hours of 11:00 am to 2:00 pm. An employee may request a 30, 45, or 60, etc., minute lunch period. The request is submitted by the employee on Form AD-2001, "Designation of Tour of Duty Biweekly Schedule," (Attachment 1 of this exhibit) and approved by the supervisor.

An employee on Maxiflex may, on occasion, expand their lunch period within the established lunch band, with supervisory approval, and make it up at the end of the day without a charge to leave.

An employee on Flexitour or CWS whose lunch goes beyond their designated 30, 45, or 60, etc., lunch period must take leave to make up the difference. They may not expand their lunch and make it up at the end of the day.

Employee
Responsibility

Maxiflex - The employee is responsible for choosing a biweekly schedule and submitting it in writing on Form AD-2001 (Attachment 1 of this exhibit) to their supervisor for approval. This schedule remains in effect until the employee submits a new schedule in writing, and it is approved by their supervisor. Changes to work schedules are effective the pay period following approval. Deviations from the approved schedule may be made verbally to accommodate official travel or training.

Employees should select a starting time each day, e.g., 8:00 am (so that the supervisor may know generally when to expect that employee). However, the employee may change the starting time daily within the established flexible hours of 6:00 am to 9:00 am. Supervisors may require that an employee provide advance notice when the employee will not be arriving within 30 minutes of their anticipated arrival time. The employee's scheduled number of hours for that day must be completed by 6:00 pm unless the tour of duty has been changed as described in Supervisor Responsibility of this section. Full-time employees must schedule a minimum of 5 1/2 hours and a maximum of 10 hours (exclusive of lunch period) for each scheduled workday.

Employees are responsible for choosing a 30, 45, or 60, etc., minute lunch period. This choice should be communicated to the supervisor in writing on Form AD-2001 (Attachment 1 of this exhibit).

Employees will record their exact arrival time and departure on Form AD-2002, "Time and Attendance Record," (Attachment 2 of this exhibit) or Agency approved format. This log must be maintained at the employee's desk or in a centrally located area, whichever is the practice of the office.

Employees will be allowed to request Maxiflex schedule changes as needed throughout the year.

Employees are eligible to earn credit hours.

Employee
Responsibility,
continued

Flexitour - The employee is responsible for choosing a biweekly schedule within the flexible hours of 6:00 am to 6:00 pm and submitting it in writing on Form AD-2001 (Attachment 1 of this exhibit) to their supervisor for approval. The requested hours are limited to an 8-hour, 5-day workweek.

Employees are responsible for choosing a 30, 45, or 60, etc., minute lunch period. This choice should be communicated to the supervisor in writing on Form AD-2001 (Attachment 1 of this exhibit).

Employees have a fixed starting and ending time. Employees will record their attendance on Form AD-2002 (Attachment 2 of this exhibit) or Agency approved format. This log must be maintained at the employee's desk or in a centrally located area, whichever is the practice of the office.

Employees will be allowed to request a change in hours not to exceed four times per year.

Employees are eligible to earn credit hours.

Compressed Work Schedule (CWS) - The employee is responsible for choosing a biweekly schedule in which 80 hours of work are completed in less than 10 workdays and submitting it in writing on Form AD-2001 (Attachment 1 of this exhibit) to their supervisor for approval.

Two types of CWSs are authorized:

- (1) The 5/4-9 compressed plan, and
- (2) The 4-10 workweek.

Employees are responsible for choosing a 30, 45, or 60, etc., minute lunch period. This choice should be communicated to the supervisor in writing on Form AD-2001 (Attachment 1 of this exhibit).

Employee
Responsibility,
continued

Employees have a fixed starting and ending time. Employees will record their exact arrival time and departure on Form AD-2002 (Attachment 2 of this exhibit) or Agency approved format. This log must be maintained at the employee's desk or in a centrally located area, whichever is the practice of the office.

Employees will be allowed to request a change in their CWS not more than four times per year.

Employees working CWS may not earn credit hours.

Supervisor
Responsibility

Supervisors are responsible for determining whether conditions such as office coverage may restrict certain positions from full participation in one of the work schedules.

Supervisors are responsible for approving or disapproving the biweekly schedule submitted by the employee. When a supervisor cannot honor an employee's request because of lack of office coverage, the supervisor will discuss the issues with the employee(s) involved to reach a mutually acceptable alternative schedule. If acceptable compromise cannot be reached at that time, the supervisor will make a final determination concerning the work schedule.

After discussion with the employee, the supervisor may make changes to an employee's Maxiflex, Flexitour, or CWS schedule to assure adequate coverage or because of workload, training needs, attendance at meetings, travel, an opportunity to improve plan, an operational exigency, etc.

Supervisors may change the tour of duty to no later than 12:00 am for days when employees are required to attend night meetings. Night pay will apply to hours worked after 6:00 pm only if the tour of duty is changed by the supervisor in order to accommodate night meetings.

Credit Hours

Definition

Credit hours are those hours worked in excess of the basic work requirement at the employee's election and with supervisory concurrence. They shorten the length of another workday or workweek. Employees do not receive overtime pay for these extra hours.

There is no limit on the number of credit hours that may be earned in a workday so long as the credit hours and regular tour of duty for that day do not exceed 12 hours (exclusive of lunch period).

Full-time employees may accumulate no more than 24 credit hours at any time.

Part-time employees may accumulate credit hours on a pro-rata basis. Part-time employees may accumulate no more than 1/4 of the hours equal to their biweekly work requirement at any time. For example, a part-time employee scheduled to work 64 hours per pay period could accumulate a maximum of 16 hours ($1/4 \times 64 = 16$).

Members of the Senior Executive Service may not earn credit hours.

Employees on CWS may not earn credit hours.

Earning
Credit Hours

Credit hours may be earned (including at a temporary duty station) in the following manner:

- 15 minute increments
- Monday - Friday between the hours of 6:00 am - 6:00 pm
- After 6:00 pm to 12:00 am to voluntarily attend night meetings with supervisory approval

Credit hours may not be earned:

- For travel (meaning the act of traveling, i.e., driving, flying, riding as a passenger, etc.) because travel in connection with government work is not voluntary in nature
- Saturday or Sunday

If an employee transfers to another Agency or separates, the employee is paid for their balance of credit hours at the employee's base hourly rate.

Employee
Responsibility

An employee is responsible for seeking concurrence from their supervisor prior to working credit hours.

An employee requesting to use credit hours must obtain advance authorization on a Standard Form 71, "Request for Leave or Approved Absence," for use of more than 1 day.

Supervisor
Responsibility

The first line supervisor has the authority to approve or deny the use of earned credit hours based on the same criteria as annual leave, i.e., workload and work requirements. Approval or denial of the use of earned credit hours must be communicated to the employee in a timely manner.

HOLIDAYS

Definition	A day in which Agencies are closed due to the occurrence of a legal public holiday or when ordered by Federal statute or Executive Order.
Legal Holidays	<p>The following are legal holidays:</p> <p>New Year's Day, January 1 Martin Luther King's Birthday, third Monday in January President's Day, third Monday in February Memorial Day, last Monday in May Independence Day, July 4 Labor Day, first Monday in September Columbus Day, second Monday in October Veterans' Day, November 11 Thanksgiving Day, fourth Thursday in November Christmas Day, December 25</p>
Holidays (when work is not performed)	<p>Maxiflex - A full-time employee prevented from working on a holiday (or an "in lieu of" holiday) is entitled to basic pay for 8 hours for that day. Employees scheduled to work more than 8 hours on that day will need to take leave for the portion of their workday exceeding 8 hours or make up the difference during the pay period. For example, if an employee is scheduled to work 9 hours on Monday and the holiday falls on Monday, the employee will only be paid 8 hours for the holiday, and the employee must make up that 1 hour during the pay period or take 1 credit hour or use 1 hour of annual leave, compensatory time, or Leave Without Pay (LWOP) for that hour.</p> <p>Part-time employees are only given holiday pay for actual hours scheduled to be worked on the holiday, not to exceed 8 hours.</p>

Holiday (when
work is not
performed)
continued

Flexitour - A full-time employee prevented from working on a holiday is entitled to basic pay for 8 hours for that day.

Part-time employees are only given holiday pay for actual hours scheduled to be worked on the holiday, not to exceed 8 hours.

Compressed Work Schedule - A full-time employee on CWS who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday) is entitled to their rate of basic pay for the number of hours of the CWS on that day.

A part-time employee on CWS who is relieved or prevented from working on a day designated as a holiday is entitled to their rate of basic pay for the number of hours of the compressed work schedule on that day.

Holiday
Observance

If the legal holiday falls on a Saturday non-workday, the employee will observe the holiday on Friday.

If the legal holiday falls on a Sunday non-workday, the employee will observe the holiday on Monday.

In Lieu of
Holiday

If the holiday falls on the employee's scheduled non-workday, the "in lieu of" holiday shall be the workday before the holiday regardless of the pay period it affects.

When a holiday falls on a part-time employee's non-workday, the employee is not entitled to an "in lieu of" holiday.

Working on a
Holiday

Maxiflex - A full-time employee under Maxiflex who performs non-overtime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to their basic rate of pay plus premium pay for that holiday work. Holiday premium pay is limited to a maximum of 8 hours, regardless of the employee's scheduled tour for that day.

A part-time employee under Maxiflex is entitled to holiday premium pay only for work performed during their basic work requirement on a holiday (not to exceed 8 hours).

Flexitour - A full-time employee who performs non-overtime work on a holiday is entitled to their basic rate of pay plus premium pay for that holiday work.

A part-time employee is entitled to holiday premium pay only for work performed during their basic work requirement on a holiday (not to exceed 8 hours).

Compressed Work Schedule - Holiday premium pay under CWS for full-time and part-time employees, for non-overtime work is limited to the number of hours normally scheduled for that day. A part-time employee scheduled to work on a day designated as an "in lieu of" holiday for full-time employees is not entitled to holiday premium pay for work performed on that day.

QUESTIONS AND ANSWERS

QUESTIONS	ANSWERS
1. Does Maxiflex restrict an employee from working what looks like a traditional 8-hour, 5-day workweek, a 5/4-9, or 4-10 hour workweek, etc?	<p>No. Maxiflex is the Cadillac version of work schedules as it allows for an employee to work a traditional 8-hour, 5-day workweek, 5/4-9 schedule, 4-10 hour workweek plus various other schedules tailored to fit the needs of the Agency and the employee.</p> <p>Employees can continue to have a scheduled non-workday, flex their arrival and departure times, and earn credit hours.</p> <p>For example:</p> <p>1st week: M - 10 hours, T - 10 hours, W - 6 hours, Th - 10 hours, F - 8 hours;</p> <p>2nd week: M - 7 hours, T - 7 hours, W - 7 hours, Th - 7 hours, F - 8 hours.</p>
2. Under Maxiflex, may I flex my arrival time on a daily basis between the hours of 6:00 am to 9:00 am?	<p>Yes. However, management is required to ensure office coverage during business hours. Anticipated arrival and departure times should be discussed by the supervisor and employee in order to ensure adequate office coverage. Therefore, employees are to indicate on the biweekly schedule an anticipated arrival time and supervisors may require that an employee provide advance notice when the employee will not be arriving within 30 minutes of their anticipated arrival.</p>

QUESTIONS	ANSWERS
3. What's the difference between Maxiflex and CWS?	<p>Under Maxiflex you may work what looks like a 5/4-9 schedule with a scheduled non-workday. However, under Maxiflex you may flex your arrival and departure time on a minute by minute basis, and earn credit hours. Under Maxiflex an employee is entitled to only 8 hours of pay for a holiday. You may account for the remaining time as described in Question 16 of this section.</p> <p>Under CWS you must have a fixed arrival time and you may not earn credit hours. However, you would receive holiday pay for the number of hours you were scheduled to work that day.</p>
4. What's the difference between Maxiflex and Flexitour?	<p>Under Maxiflex employees may arrange their work schedule (with supervisory approval) to work 80 hours in a biweekly period in less than 10 workdays. Employees under Maxiflex may also flex their arrival and departure time on a minute by minute basis within the parameters set by the supervisor.</p> <p>Under Flexitour employees must elect a set arrival and departure. Their work schedule is also set as 5 days a week, 8 hours a day.</p>
5. Must all employees submit a biweekly schedule in writing?	<p>Yes. Whether electing Maxiflex, Flexitour, or CWS, all employees must submit a Form AD-2001 (Attachment 1 of this exhibit). This schedule remains in effect until the employee wishes to change it and submits a new schedule for approval.</p>
6. Must an employee use whole hours in scheduling their Maxiflex biweekly schedule?	<p>No. Employees may schedule their workday in quarter hours so long as it is not less than 5 1/2 or more than 10 hours (exclusive of lunch period).</p>

QUESTIONS	ANSWERS
7. If my Maxiflex approved biweekly schedule is for 4 10-hour days, must I submit a leave slip (SF-71) for the day I'm not scheduled to work?	No. You do not need to submit a leave slip (SF-71) for a day you are not scheduled to work; it is considered a non-workday.
8. Can I earn credit hours on the day I'm not scheduled to work?	Yes, you may earn credit hours on a non-workday Monday through Friday with the concurrence of your supervisor.
9. On days that I am scheduled to work, is there a minimum number of hours I am required to work?	Yes. Full-time employees must be present during core hours (9:00 am to 2:30 pm) unless on leave or at lunch. Therefore, full-time employees must work a minimum of 5 1/2 hours on any scheduled workday and must be present from 9:00 am to 2:30 pm unless on approved leave or at lunch.
10. Are credit hours or overtime and/or compensatory time included in the 10-hour maximum scheduled workday?	No. Credit hours, overtime, and/or compensatory time are in addition to your regularly scheduled workday. However, employees may not work more than 12 hours in a day of credit hours and regular tour of duty hours (exclusive of lunch period). Overtime and/or compensatory time require prior supervisory approval. There is no limit on the number of overtime/compensatory time hours that may be earned in a workday.
11. Is there a cap on the number of credit hours an employee may earn on a scheduled workday?	Yes. The total number of credit hours and regular tour of duty hours in a day may not exceed 12 hours (exclusive of lunch period).

QUESTIONS	ANSWERS
12. Does Maxiflex apply to part-time employees?	Yes. Part-time employees may vary the length of their workday, workweek, time and length of lunch (within the lunch band) so long as they meet the number of hours scheduled to work in a pay period. Management and employees must discuss expected arrival and departure times in order to ensure adequate office coverage. There may be times when an employee's arrival and departure time will be set by management.
13. Do part-time employees have to be present during all core hours?	No. Part-time employees may work less than 5 1/2 hours per day and do not have to be present during all core hours, i.e., 9:00 am to 2:30 pm.
14. Under Maxiflex, how do I change the biweekly schedule I submitted?	The employee must submit a new Form AD-2001 (Attachment 1 of this exhibit) to their supervisor. The change in designation becomes effective the pay period after it's approved.
15. Under CWS and Flexitour, how do I change the biweekly schedule I submitted?	The employee must submit a new Form AD-2001 (Attachment 1 of this exhibit) to their supervisor. Employees may change their hours not to exceed four times a year.
16. Under Maxiflex, if a 10-hour scheduled workday falls on a holiday and the maximum number of hours you can receive as holiday pay is 8 hours, how do I account for the other 2 hours?	The employee may elect to use 2 credit hours or charge the 2 hours to annual leave, compensatory time, LWOP or any combination thereof, or the employee may change their work schedule for that pay period showing the holiday as an 8-hour day. Note: This does not mean that an employee may change their work schedule for a period to receive holiday pay for time that was originally not scheduled, e.g., change a 6-hour day to an 8-hour day.
17. May a part-time employee change their biweekly schedule in order to get paid for a holiday that falls on their non-workday?	No. Also, a part-time employee may not schedule more hours of work on a holiday than they have scheduled in prior weeks on days corresponding to the holiday.

QUESTIONS	ANSWERS
18. Can management allow a part-time employee to change their scheduled day off for the purpose of receiving pay for the holiday?	No. A part-time employee is not entitled to holiday pay on a non-workday. The law states that when a holiday falls on the non-workday of a part-time employee, they are not entitled to an "in-lieu-of day" for that holiday.
19. If an Executive Order closes the government and the employee (on Maxiflex) is scheduled to work more than 8 hours that day, does the employee get paid for 8 hours or the number of hours they were actually scheduled to work?	It depends on how the Executive Order is worded: <ul style="list-style-type: none">- If the Executive Order designates the day as a holiday, the employee would receive pay for 8 hours and would have to adjust their schedule to make up the difference by using credit hours or taking annual leave, compensatory time, or LWOP. If the employee is scheduled to work less than 8 hour, they are paid for the hours actually scheduled.- If the Executive Order authorizes an office closure, without calling it a holiday, then the employee would receive pay for the number of hours they were scheduled to work that day.
20. May an employee leave the worksite for personal business during the workday (flexible or core hours) without charge to leave, and "make it up" at the end of the workday?	No. The workday must be completed in one shift broken only by the lunch period or authorized leave. There is no core time deviation.
21. May an employee take a longer lunch period than is scheduled and extend their workday to make up the time?	Yes. Maxiflex allows employees to expand their lunch period within the established lunch band, with supervisory approval, and extend their workday to make up the time. However, an employee on Flexitour or CWS would not have this option.

QUESTIONS	ANSWERS
21. How do I record my time and attendance?	Employees record their time and attendance on Form AD-2002 (Attachment 2 of this exhibit) or Agency approved format. This log must be maintained at your desk or in a centrally located area, whichever is the practice of your office.
22. If an employee arrives after the start of core time, 9:00 am, should the supervisor allow the employee to make up the time at the end of the day?	No. The employee should be charged leave in increments of 15 minutes. If it is habitual, AWOL may be appropriate. On a rare basis supervisors may excuse the tardiness of employees on Flexitour or CWS who arrive after their fixed start time.
23. What should management do when an employee signs in or out at a different time than they actually arrived or left work?	The supervisor should contact their servicing Human Resources/Employee Relations Specialist for advice and guidance. Normally, management should document the falsification and charge the employee AWOL. Management should not allow the employee to use leave to account for the time difference.
24. Does an employee need to adjust their schedule in order to accommodate scheduled training?	Yes.
25. Can a manager change an employee's tour of duty to extend beyond 6:00 pm?	Yes, to accommodate night meetings that an employee is required to attend.
26. If management changes my tour of duty for a day to extend beyond 6:00 pm, am I entitled to night pay?	Yes, when management initiates the change in tour of duty, you are entitle to night pay for the time spent working after 6:00 pm.

Attachments:

Attachment 1 - Form AD-2001, "Designation of Tour of Duty
Biweekly Schedule."

Attachment 2 - Form AD-202, "Time and Attendance Record."

RD Instruction 2051-F, Exhibit A: Attachments 1 & 2 are not automated - See Manual.